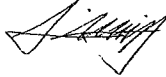
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: HYGIENE		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the centre will follow preventative measures in the infection control. Staff will ensure that they maintain and model appropriate hygiene practices.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. First Aid Policy
- 3.3. Illness and Infectious Diseases Policy
- 3.4. Immunisation Policy
- 3.5. In-service Training and Development Policy
- 3.6. Medication Policy
- 3.7. Professionalism Policy

4. Responsibilities & Delegations


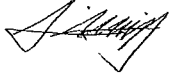
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Occupational Health and Safety Act


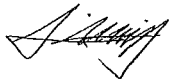
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- All toilet facilities will have access to a basin or sink with running water.
- All toilet facilities will have soap and paper towel for washing and drying hands.
- Women and girls will have access to proper feminine hygiene disposal.
- Soap and paper towel will also be available in the kitchen area.
- One staff member will be responsible for monitoring the availability of soap and paper towels to ensure they do not run out.
- Toilets, hand basins and kitchen facilities will be cleaned and disinfected/sanitized daily.
- Hand washing should be practiced by staff and children before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside or handling an animal.
- Staff should maintain and model appropriate behaviour and encourage the children to adopt hygiene practices.
- Education in proper practices should be conducted on a regular basis, either individually or as a group. Health and hygiene practices can be highlighted to parents, and also through information sheets or posters.
- All staff must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area. Staff must wash hands with soap and water after removing the gloves.
- Staff with cuts, open wounds or skin conditions such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.
- All surfaces will be cleaned with detergent after each activity and at the end of the day.
- All contaminated surfaces will be disinfected/sanitized.
- All toys should be washed, cleaned and disinfected/sanitized on a regular basis.
- All material items such as towels, dress ups and cushion covers will be laundered regularly.
- Children should not share hats.
- Each child will be provided with their own drinking and eating facilities.
- Children will be reminded not to share drinks, food utensils or use items that have been dropped on the floor.
- All cups, plates and utensils will be washed in hot, soapy water.
- All rubbish or left over food is to be disposed of immediately.
- Lids must remain on the bins at all times and bins should be emptied daily.
- Bins will be wiped down with disinfectant daily
- Tables to be wiped before and after meals.

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Fridges food cupboards/preparation appliances, i.e. microwaves, ovens etc. are to be cleaned on a regular basis.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

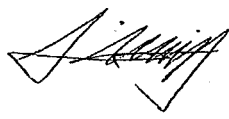
I endorse the Hygiene Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009